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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 15th day of November, 2022 were approved by the Mason Transit Authority Board, by motion, on this 20th day of December, 2022.

DocuSigned by:
Sandy Tarzwell
Sandy Tarzwell, Chair

DocuSigned by:
John Campbell
John Campbell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
Wes Martin, Authority Member

DocuSigned by:
Randy Neatherlin, Authority Member

DocuSigned by:
Eric Onisko, Authority Member

DocuSigned by:
John Sheridan
John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
Kevin Shutty, Authority Member

DocuSigned by:
Sharon Trask
Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht
Tracy Becht, Clerk of the Board

DATE: 1/10/2023

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Mason Transit Authority
Minutes of the Regular Board Meeting
November 15, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**

Authority Voting Board Members Present Virtually via WebEx: John Campbell, Vice Chair; Mayor Eric Onisko and John Sheridan.

Authority Voting Board Member Present in Person: Sandy Tarzwell, Chair, Cyndy Brehmeyer, Wes Martin and Randy Neatherlin. ***Quorum met*.**

Authority Voting Board Member Not Present: Sharon Trask and Kevin Shutty

Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; and Jason Rowe, Operations Manager, Jenna Reboin, Accounting Coordinator and Tracy Becht, Clerk of the Authority Board.

Others Present: Robert Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – *No members of the public attended in person or virtually.*

4. **APPROVAL OF AGENDA**

Moved that the agenda for the November 15, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Neatherlin/Brehmeyer. Motion carried.**

5. **CONSENT AGENDA**

Moved to approve Consent Agenda items A through B as follows:

A. Minutes of the MTA regular Board meeting of October 18, 2022.
B. Payments of October 15 through November 10, 2022 financial obligations on checks#36885 through 36959, as presented for a total of $516,862.53.

Campbell/Onisko. Motion carried.

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6. **ACTION ITEMS – UNFINISHED BUSINESS** [None].

ACTION ITEMS - NEW BUSINESS:

A. **Extend Term of Citizen Advisor**. Ms. Asher shared with the Board that she would like to continue to have Mr. Piety serve as Citizen Advisor of the Board. He has continued to demonstrate his commitment to Mason Transit Authority and has served as a citizen advisor for many, many years. Originally it was hoped that he would be appointed for two years, but after questioned by Board member Neatherlin and interpretation of the bylaws by MTA's legal counsel, it was determined that the Board may only extend his term one year at a time. **Moved** that the Mason Transit Authority Board extend the term of current Citizen Advisor John Piety for one year through 2023. **Neatherlin/Martin. Motion carried.**

B. **Contract with Maintenance and Fleet Facilities Group**. Ms. Asher described the recent events, including the tentative agreements, the November 1 closed session, the notable changes and the contract now before the Board. **Moved** that the Mason Transit Authority Board approve the agreement for the Maintenance Group between Mason Transit Authority and the International Association of Machinists and Aerospace Workers (IAM&AW) District Lodge 160 for the period of September 1, 2022 through August 31, 2025 and approve Resolution No. 2022-21 authorizing the General Manager to sign the Agreement. **Neatherlin/Brehmeyer. Motion carried.**

7. **EXECUTIVE SESSION**. The Board Chair indicated that the meeting was going to be moving into an Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price as provided by RCW 42.30.110(b). The Chair also invited all voting Board members, staff and the Citizen Advisor to the Board to remain in the room. All others were excused from the Executive Session. The Chair stated that the public meeting may be called back into session in 10 minutes, which would be at 4:20 PM, as it was 4:10PM at the time of the commencement of the Executive Session. At 4:20PM, the Chair indicated that the Executive Session would continue for another 10 minutes.

OPEN SESSION called back into session at 4:30 PM

8. **DISCUSSION ITEMS:**

A. **Second View of Draft 2023 Budget.** Ms. Asher provided the Board with an overview of the changes made to the Budget since the first view in October, such as increases in benefits provided to MTA employees, as well as wages, technology and software purchases for scheduling software, bus stop improvements, additional security cameras, construction changes to the Comm Center, bus washer and funds for the previously planned utility connection at the Belfair Park & Ride. Additionally, money was set aside for the Johns Prairie base for surface improvements to the existing paved areas. Funds are being provided for fleet maintenance to purchase bus lifts to perform vehicle alignments. There were discussions relating to the purchase of the column and bus lifts for alignment and the costs associated with fuel costs and two staff members taking MTA vehicles to Olympia, which is where the closest business that can perform that work is located. The costs of making the

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purchase will be made up in a relatively short period of time. Improved accuracy on the alignments will be better for the vehicles and tires in the long run. Additionally, the possibility of MTA being able to assist other local governments using this equipment was discussed and may be explored at a later date. The final form of the budget will be brought to the Board at its December 20 meeting.

B. **First View of 2023 MTA General Board Meeting Calendar.** Ms. Asher indicated that she would like to receive feedback from the Board members as to whether or not they wished to continue with the traditional April and October meetings to be held in the new Belfair Park & Ride conference room**.** The Board was satisfied with the April and October meetings being held at the Belfair Park & Ride conference room. This item will be brought to the Board for final approval at its December 20 meeting.

9. STAFF REPORTS:

Ms. Asher briefly highlighted the following items:

General Manager:

- Ms. Asher briefly highlighted the PRTPO survey and Vice Chair Campbell's Belfair P&R Address, both of which were included in the Staff Report section.
- She also indicated that the election of officers would be coming up at the December meeting, so she asked that the Board consider who they would like to nominate.

Financial:

- Ms. Asher informed the Board that the sales tax revenue is still coming in strong.

Operations:

- Mr. Rowe provided to the Board the recent outreach highlights, namely the Trunk or Treat event at Mason Health and his presentation to Shelton High School students of public transportation employment opportunities. He also spoke of field trips as well as a tour Senator Cantwell and Representative Kilmer took of the area with the Economic Development Council using our newest coach.
- He also informed the Board that the main local CDL tester will be retiring soon, which will create a gap that will affect MTA and other nearby transit agencies. One of MTA's Operations Supervisors, Matt Coale, has been trained and certified to become a CDL tester which will be a great benefit for MTA and neighboring transit agencies.
- MTA continues to develop partnership opportunities, this month by responding to a request by Olympic Middle School to provide transportation to its students.
- MTA turns 30 on December 2. This anniversary will be an opportunity to show appreciation to riders and drivers for MTA's success for three decades.
- Recent modifications to fixed route service that began October 10 provided service to 3,000 more riders.

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Facilities & Fleet:

- Mr. Bolte indicated the following team updates:
  - The exterior fence at JP has been repaired that was damaged by a car that had driven into it.
  - He has been procuring three minivans.
  - Mr. Bolte is working with the team on winter and inclement weather preparations.
  - The Facilities team is working on some internal painting projects.
  - Mr. Bolte has been meeting with garment vendors to get more professional uniforms with an updated look.

10. COMMENTS BY BOARD:

- Board member Brehmeyer asked if the park and rides will be undergoing cleaning for the winter.
- Vice Chair Campbell shared that the Belfair P&R ribbon cutting was a class act.

Moved that the meeting be adjourned.

11. ADJOURNED: 5:09 PM

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
January 17, 2023 at 4:00 PM
On-line via WebEx and in person at the
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton